

## **Sample Letter 5: Requesting an IEP Review**

Street Address  
City, State, Zip Code  
Month, Date, Year

Name of Your Child's Special Education Teacher  
Name of School  
Street Address  
City, State, Zip Code

Dear (Teacher's name),

I am writing to request an IEP review meeting. I would like to discuss making some possible changes in (child's name)'s IEP. I am concerned about (state your reasons, but don't go into detail about the specific changes you want to make—save those for the meeting).

I would also like to have (names of specialists or other staff) attend. I think his/her/their ideas about the changes we may need to make will be valuable.

I can arrange to meet with you and the other members of the IEP team on (days) between (give a range of time, such as between 2:00 and 4:00). Please let me know what time would be best for you.

I look forward to hearing from you soon. My daytime telephone number is (give your phone number). Thank you for your help.

Sincerely,

Your name

cc: specialists or other staff

### **Requesting a Meeting to Review the Individualized Education Program (IEP)**

If your child is receiving special education services, he or she must have a written plan known as an Individualized Education Program (IEP). The IEP lists, among other things, annual goals and objectives for your child and the special education services that he or she will receive. You are a member of the team that writes your child's IEP. As

an IEP team member, you can ask that your child's IEP be reviewed and revised, if needed.

### ***Why might I ask for a review of my child's IEP?***

Some reasons for requesting an IEP review include:

- Your child has met one, or several, of the goals written in the IEP.
- Your child does not seem to be making enough progress toward one, or several, of the goals written in IEP.
- You feel your child needs more services or other services in order to make progress.
- You feel that your child no longer needs a service he or she is currently receiving.
- Your child has experienced a major change, such as illness, injury, or surgery.

For more information about review of the IEP, please see part of the answer to Question #20, below, from NICHCY's publication called *Questions and Answers about IDEA*, found at web site <http://www.nichcy.org/pubs/newsdig/nd21txt.htm>.

NOTE: While the law requires that this review and revision of the IEP take place at least once a year, you as parents may request a review or revision of your child's IEP at any time. If you feel that your child is not progressing toward the annual goals as he or she should, or you feel that he or she has achieved the goals and that new ones need to be written, you may contact the school and request that the IEP team review and revise your child's IEP as appropriate. Because of the law's new requirement that parents be regularly informed of their child's progress toward the annual goals and the extent to which that progress is sufficient to enable the child to achieve the goals by the end of the year [Section 300.347(a)(7)(ii)], parents will have the ability to gauge their child's progress more closely than ever before.

Additional information on Requesting a Meeting to Review the Individualized Educational Program (IEP) may be found in Section 300.347 of the Federal Regulations for the Implementation of the Individuals with Disabilities Education Act (IDEA) to the Amendments of 1997 at <http://www.ade.az.gov/ess/newidearegulations.pdf>, pages 107-109.